

**Haryana Government**  
**Administrative Reforms Department**  
**Notification**

The 28<sup>th</sup> October, 2005.

No. 5/4/2002 – 1AR In exercise of the powers conferred by sub-section (I) read with sub section (2) of section 27 of the Right to Information Act, 2005 (Central Act 22 of 2005), the Governor of Haryana hereby makes the following rules providing for information under the said Act, namely:- \

**1. Short title and commencement.**

- (1) These rules may be called the Haryana Right to Information Rules, 2005.
- (2) They shall come into force on the date of their publication in the official Gazette.

**2. Definitions.**

- (1) In these rules, unless the context otherwise requires,
  - (a) “Act” means the Right to Information Act, 2005 (Central Act 22 of 2005).
  - (b) “Commission” means the Haryana Information Commission.
  - (c) “Form” means a form, appended to these rules.
  - (d) “section” means the section of the Act.
- (2) The words and expressions used in these rules, but not defined, shall have the same meanings as assigned to them in the Act.

**3. Application for obtaining information.**

- (1) A person, who desires to obtain any information admissible under the Act, shall make an application in Form A to the State Public Information Officer/State Assistant Public Information Officer along with a fee as specified in rule 5 of these rules.

sections 2(m), 6 and 27

- (2) On the receipt of an application, made under sub-rule (1), the State Public Information Officer/State Assistant Public Information Officer shall give a receipt in token thereof to the applicant.

**4. Deposit of fee.**

- (1) The fee shall be deposited with the State Public Information Officer/State Assistant Public Information Officer either in cash against proper receipt, by Indian Postal order or by treasury challan(Head 0055).

sections 6

- (2) The amount of fee shall be credited to the receipt head/account number of the concerned public authority.
- (3) On receipt of an application, submitted under sub-rule (1) of rule 3, the State Public Information Officer/State Assistant Public Information Officer shall scrutinize the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.
- (4) The fee assessed under sub-rule (3), shall be informed to the applicant by the State Public Information Officer/State Assistant Public Information Officer in Form B within a period of seven days from the receipt of application.
- (5) In case the applicant fails to deposit the requisite fee within a period of fifteen days after the issuance of the intimation given to him under sub-rule (4), it shall be construed that the applicant is no longer interested in obtaining the information, sought for, and his application shall be deemed to have been filed.

## **5. Quantum of fee.**

- (1) An application for obtaining any information under sub-section (1) of section 6 shall be accompanied with a fee of Rs.50 and no any type of fee shall be charged from the persons who are of below poverty line as may be determined by the state Govt.
- (2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) Rs. 02/- for each page in A-4 or A-3 size paper, created or copied; and
  - (b) if information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged.
- (3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) Rs.50 for providing information in a floppy;
  - (b) Rs.100 for providing information in diskette; and
  - (c) if information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information shall be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs.02/- per page shall be charged.
- (4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in

excess of first hour. Every fraction of the period above fifteen minutes, shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

#### **6. Procedure to be followed in deciding appeal.**

Before deciding an appeal, the Commission Shall,-- section 19(10)

- (a) serve notice to the concerned persons;
- (b) entertain any evidence in support of appeal, which may be oral or in writing form the concerned persons;
- (c) examine on oath or by having affidavits from the persons concerned;
- (d) pursue or inspect the documents or any records or copies thereof;
- (e) inquire through the authorized officer the facts of an appeal or may require facts in detail, if it so deems appropriate, hear the State Public Information Officer or any other senior officer who had decided the first appeal, as the case may be; and
- (f) receive evidence on affidavits from the State Public Information Officer or any senior officer who had decided the first appeal or from any other person from whom the evidence may be deemed necessary.

#### **7. Mode of serving notice.**

The Commission may serve notice to the persons concerned in any of the following modes, namely :-- section 19(10)

- (a) by hand delivery(dasti) through process server; or
- (b) by registered post with acknowledgement due; or
- (c) by publication in the newspaper.

#### **8. Order by the Commission.**

- (1) The Commission shall make order in writing and pronounce the same in the presence of the concerned parties. section 19(10)
- (2) The party concerned may, obtain the copy of the order from the Commission.

**RIGHT TO INFORMATION**  
**DISTRICT POLICE SONIPAT**  
**SECTION-4(1)(b) OF RIGHT TO INFORMATION**  
**ACT-2005**

**PARTS 1-17**

1. Particulars of organization
2. Power and duties of officers/Employees
3. Procedure for Decision Making
4. Norms for discharge of functions
5. Rules, Regulations for discharge of functions
6. Statement of categories
7. Details of consultative committees and other bodies
8. List of boards, councils, committees and other bodies
9. Directory of officers/employees
10. Monthly remuneration of officers/employees
11. Budget allocated to each agency
12. Execution of subsidy program
13. Particulars of recipients of concessions, permits
14. Information available in an electronic form
15. Facilities available for obtaining information
16. Particulars of PIOs
17. Other information Prescribed

# RIGHT TO INFORMATION

## PART-1

### Particulars of organization, functions and duties

#### [Section 4(1)(b)(i)]

1. **Aims and objectives of the organization:-** The purpose of district Police, Sonipat is to uphold the law fairly and firmly; to prevent occurrence of crime; to pursue and bring to justice those who break the law; to keep the peace in partnership with the community; to protect, help and reassure the people.
2. **Mission / Vision :-** The mission of this district Police is to help the common man, to provide him security and to create a peaceful and law abiding community with his cooperation. District Police is committed to uphold the rule of Law, to prevent crime and to maintain law and order. We are here to protect the weak, the under-privileged and to serve the people. In order to make district Police people-friendly, to enhance the credibility of the police and to check corruption, transparency in the system is emphasized at all levels.
3. **Structure of the department:-** The district Police, Sonipat has a total strength of 2252 (Gazetted Officers/4, Inspectors/15, Sub Inspectors/59, Assistant Sub Inspectors/162, Head Constables/207, Constables/1805). For the effective implementation of law and order in the district, the District is clubbed into 9 Police Stations, 17 Police Post, One CIA Staff and One Special Staff.

**A) Investigation:-** Investigation according to Cr.P.C is to collect the evidence, regarding the commission of crime/offence as per procedure established:-

S.No.	Activity	Level of action	Time frame
1.	Registration of FIR.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
2.	Examination of witness.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
3.	Visit of investigation officer at the scene of	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
4.	Collection of evidence.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
5.	Preparation of site plan.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
6.	Arrest of the accused.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
7.	Recording of confessions.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.

8.	Obtaining Police / Judicial custody	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
9.	Search.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
10.	Seizure.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
11.	Preparation of case diaries etc.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.
12.	Filing of charge sheet.	As prescribed in Cr.P.C.	As prescribed in Cr.P.C.

**B) Other Functions:-**

<b>S. No.</b>	<b>Activity</b>	<b>Level of action</b>	<b>Time Frame</b>
1.	Passport application forms received through regional passport office	--	21 days
2.	Character verification for employment.	--	30 days

# RIGHT TO INFORMATION

## PART-2

### **Powers and duties of officers and employees**

[Section 4(1) (b)(ii)]

The Rohtak Range is supervised by an IPS officer of the rank of Inspector General of Police. The District Police, Sonipat is functioning under the Supervision of Superintendent of Police. The District Police Sonipat is divided into Sub-divisions and Incharge of the Sub-division is an officer of the rank of the Deputy Superintendent of Police. The overall supervision of the Police Stations/Police posts in the District rests with respective Superintendent of Police. Prevention, investigation and detection of crime as also maintenance of law & order are the important functions of police. The officer Incharge of Police Station has to prevent & detect crime and maintain law & order within his jurisdiction. The Police Stations are manned by officers of the rank of Sub-Inspectors, Assistant Sub-Inspectors. Head Constables and Constables both in Law and Order duties as well as investigation and the Incharge of the Police Station is an officer of the rank of Inspector or Sub-Inspector. The job of Police officers includes:-

1. Registration of FIR/NCR.
2. Investigation of the cases, arrest of the accused, recovery of stolen property, challaning of the cases and prosecution.
3. Recording report regarding missing persons and children and tracing them.
4. Verification of servants/chowkidars and tenants and registration of security agencies.
5. Granting permission for loud-speakers, rallies, political/religious functions.
6. Checking of banks.
7. Providing documents for filing claim in Motor Accident Claim Tribunal.
8. Providing Guards for the transportation of cash, if required, as per police rules.

S.No.	Name and designation	Powers				Duties attached
		Admn.	Financial	Statutory	Others	
1.	Constables			Yes		Law and Order duty and Traffic duty etc.
2.	Head Constables			Yes		Investigating officer and other Law and order Duties
3.	Assistant Sub-Inspector			Yes		-do-
4.	Sub-Inspector	Yes		Yes		Apart from above to act as SHOs
5.	Inspectors	Yes		Yes		-do-
6.	Deputy Superintendent of Police	Yes		Yes		Supervision of Sub-division
7.	Superintendent of Police	Yes	Yes	Yes		Over all Supervision of police work in a distt.
8.	Inspector General of Police	Yes	Yes	Yes		Supervision of Police working in the Range.
9.	Director General of Police	Yes	Yes	Yes		Overall supervision of police functioning in the State.



## RIGHT TO INFORMATION

### **PART-3**

#### **Procedure followed in decision – making process**

[Section 4(1)(b)(iii)]

All Police officers exercise the powers and duties as prescribed for them under law. The channels of supervision are such that the SHO, or officer Incharge of Police Station is responsible for ensuring effective policing and redressed of grievance in his area of jurisdiction. He is supervised by an officer of the rank of Dy. Supdt. of Police. The Superintendent of Police is supervisory incharge of a District, whereas Range is supervised by an Inspector General of Police. The Director General of Police exercises overall supervision and control in the State. This channel also is one through which orders are given and grievances redressed.

## RIGHT TO INFORMATION

### **PART-4**

#### **Norms set for the discharge of functions**

[Section 4(1)(b)(iv)]

Haryana Police functions primarily under the Police Act, 1861 and Haryana Police conducts its business under the Punjab Police Rules, 1934 as applicable to Haryana. Other rules are followed as prescribed by the State Government from time to time e.g. The Punjab Financial Rules, Civil Services Rules, Conduct Rules etc.

## RIGHT TO INFORMATION

### **PART-5**

**Rules, regulations, instructions, manuals and records for discharging functions**

[Section 4(1)(b)(v)]

Standing Orders, Instructions, Directions, etc. issued for functioning in various fields as per the Law/Rules like PPR, PFR, etc. made for discharge of duties.

## RIGHT TO INFORMATION

### PART-6

#### A statement of the categories of documents that are held by it for under its control

[Section 4(1)(b)(vi)]

<b>S. N o.</b>	<b>Nature of Record</b>	<b>Details of information available</b>	<b>Unit / Section where available</b>	<b>Retention period where available</b>
1.	First Information Report (FIR) maintained as per PPR-22.47 (Register No.I)	Details of crime reported / detected (cognizable offence) and police investigation	All Police Stations	FIR is kept permanently in the Record Room of concerned Police Station as per PPR
2.	Daily Diary maintained as per PPR 22.48 (Register No.II)	All the details in r/o criminals arrested and entry of arrival/departure of all enrolled police officers on duty with nature of their duties, duty performed and places visited etc.	All Police Stations, Police Posts & Police Lines	Daily diaries are retained for two years after the date of the last entry.
3.	All Standing Orders as per PPR 22.53 (Register No.III)	Certain instructions/directions/guidelines on various subjects issued internally to all police personnel/officials by PHQ	All offices/Police Stations	Retained permanently in all offices/Police Stations.
4.	Information about absconders and deserters maintained as per PPR-22.54 (Register No.IV)	Details of all proclaimed offenders and deserters from the army.	All Police Stations	Permanent
5.	Kalandra and Inquest register maintained as per PPR 22.56 (Register No. VI)	All carbon copies of Kalandras and Inquest report of the Police Station are kept in this register	All Police Stations	Permanent record.
6.	Crime Record Register maintained as per PPR-22.59 and PPR-22.60 (Register No.IX)	Details of notes on community, persons of doubtful character having convicted or suspicious and cognizable cases . The topography of the area population etc. are also kept in this register. Through this surveillance on criminals is maintained.	All Police Stations	Permanent. It is confidential and unpublished official record.

7.	Surveillance register maintained as per PPR 22.61 (Register No. X,X-A & X-B)	History sheets of persons habitually addicted to crime made by the ranks not below Inspector after receipt of orders of Supdt. of Police.	All Police Stations	Retained upto 2 years after the date of last entry. It is confidential and nothing contained in them may be communicated to any person nor any inspection be allowed or copies given save as provided in police rules. The rights of district and ilaqa magistrates to examine such records are governed by rules 1.15 and 1.21.
8.	Index to history sheets and personal files in serial order and alphabetical form maintained as per PPR-22.62 (Register No.XI)	Indexing of history sheet and other record is done in this register.	All Police Stations	Permanent
9.	Registers of Information Sheets maintained as per PPR-22.63 (Registers No. XII and XII-A)	Information sheets issued by I/C P.S. as a means of ascertaining the antecedents of persons who have been arrested under section 55 Criminal Procedure Code or of suspicious character or committed an offence.	All Police Stations	Retained upto 7 years after the dispatch or receipt of the last sheet.
10.	Minute book for G.Os maintained as per PPR-22.64 (Register No. XIII)	Details of any matters regarding crime, criminals and maintenance of record and P.S. building requiring the attention of the officer incharge of the P.S. which have not been entered in the inspection report and the matters permanently affecting the conditions of the police station e.g. changes in police station or jail boundaries, imposition and removal of additional Police Posts and constructions of new buildings etc.	All Police Stations	The register is a confidential and privileged record with the exception of Gazetted Police officers, no one except the Distt. Magistrate and a Sub-Divisional officer specifically authorized under rule 1.20 may enter remarks in it or examine it.
11.	File book of inspection reports maintained as per PPR-22.65 (Register No.XIV)	Record of inspection (Quarterly /Six Monthly) reports conducted by G.Os are kept in this register.	All Police Stations	Permanent

12	Register containing list of village watchmen in the PS jurisdiction, list of police officers, Government properties and land maintained as per PPR-22.67 (Register No. XVI)	Detail of village watchmen, police officers, Govt. properties and land etc in the jurisdiction of P.S,	All Police Station	Permanent record
13	Register for Arms Act licenses, licenses under excise laws, licences under explosives act, licenses under petroleum act, licenses under poisons act and sarais under Sarais Act maintained as per PPR-22.68 (Register No. XVII)	Record of arms act licenses, licenses under excise laws, licences under explosives act, licenses are kept in this register	All Police Stations	Permanent record.
14	Arms & Ammunition Receipt book maintained as per PPR-22.69 (Register No. XVIII)	Detail of all arms ammunition or military stores deposited in, or seized and brought to, the Police Stations	All Police Stations	Retained upto 5 years after the date of last entry.
15	Case Property Register No.XIX maintained as per PPR-22.70.	Detail of entry of all articles placed in the storeroom except articles already included in register No. XVI are made.	All Police Stations	Retained upto 3 years after the date of last entry.
16	Accounts register maintained as per PPR-22.71 (Register No. 20)	Detail of entry of all receipts, expenditure, disbursement of pay, TA and permanent	All SPs offices, Police Lines, and Police Stations	Permanent record
17	Road Certificate maintained as per PPR-22.72 (Register No. XXI)	Issuing/transfer of cash and other store articles through road certificate	All SPs office/Police Station and Police Lines	Retained upto 3 years after the date of last certificate issued.
18	Printed Cash Receipt maintained as per PPR-22.73 (Register No.XXII)	All sums of money received in a office/police station whether in cash or otherwise on any account whatever, a receipt from this book is issued to remitting party	All SPs offices/Police Stations	10 Years
19	Copies of all police gazette, criminal intelligence gazette and all orders maintained as per PPR-22.74 (Register No. XXIII)	The police gazette, criminal intelligence gazette and all orders contained in the gazette, affecting the officers of the police station as a whole or any individual officer.	All SPs Offices/Police Stations	5 Years
20	Copies of all police rules maintained as per PPR-22.76 (Register No. XXIV)	Copies of all police rules are kept upto date for the perusal of G.Os	All SPs Offices/Police Stations	Permanent

21	Transfer/handover charge register maintained as per PPR-22.76 (Register No.XXV)	On permanent transfer officer incharge have to record a confidential charge note mentioning the character and capacity of members of the staff of the police station and residents of the jurisdiction who are useful to the police as informers for the assistance of his successor	All Police Stations/Offices	Permanent
23.	A.C.Rs	Confidential/assessment repots in respect of police personnel	Confidential Branch/PHQ in respect of Upper Subordinates and Ch.Roll Br. Of Distt./Units in r/o of Lower Subordinates.	Permanent
24.	Departmental Enquiries and Punishment	Departmental Enquiries and Punishment awarded to police personnel	Punishment Branch of All Distts/Units and Ch.Roll Branch of PHQ	10 Years or 3 years after the final disposal of appeal or final judgment under the normal course of law whichever is later.
25.	Honorarium/awards	Honorarium /awards granted to police personnel	Accounts /Ch.Roll Branch of all Distts/Units	3 years or 1 year afgter completion of audit, whichever is later
26.	Parliament /Vidhan Sabha Questions	Parliament/Vidhan Sabha Questions pertaining to Haryana Police	General Administration Branch PHQ/Units	Admitted & answered discussed questions are retained for 3 years and other i.e. disallowed lapsed or withdrawn for 1 year. However cases great precedent reference value are retained permanently,

## RIGHT TO INFORMATION

### **PART-7**

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

[Section 4(1)(b)(vii)]

No standard procedure. However most field officers consult the public especially in Law and Order situation.



# RIGHT TO INFORMATION

## PART-8

### A statement of boards, council, committees and other bodies constituted

[Section 4(1)(b)(viii)]

List of boards, councils, committees etc.

Sr. No.	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meeting opened to public	Whether minutes accessible to public	Frequency	Remarks
1..	2.	3.	4.	5.	6.	7.	8.	9.	10.
None									

<u>Police Department</u>				-		<u>Distt. Sonipat</u>
List of Telephone No. of Police Officers in District Sonipat				LAND LINE		
Sr. No.	<u>DESIGNATION</u>	List of Telephone Nos.	<u>Mobile No.</u>	<u>OFFICE FAX</u>	<u>Residence &amp; MHCs PS</u>	
1	SSP/SONIPAT	Sh. Satender Kumar Gupta, IPS	7082101030	0130-2222906, 0130-2222907,	0130-2222901	
2	Addl. SP Sonipat	Sh. Rajiv Deshwal, HPS	8053882304			
3	DSP HQ Sonipat	Sh. Mukesh Kumar ,HPS	8053882122			
4	DSP Ganaur	Sh. Aryan Chaudhary,HPS	8053882303	2460720	2460721	
5	Addl. SP (DSP Gohana)	Sh. Rajiv Deshwal, HPS	8053882304	01263-252185	01263-258300	
6	DSP Sonipat	Sh.Rahul Dev, HPS	7056701206			
7	DSP Sonipat	Sh.Harinder Singh,HPS	8053882444			
8	I/C CIA Sonipat	Insp Indivar	8053882310	2252245	MHC CIA Sonipat	8053101901
9	I/C SIT Sonipat	Insp Sandeep	8053882411	8053882315	MHC SIT SPT	8053101902
10	I/C SIT Gohana	P/SI Rajeev Kumar	8053882351	01263 255860	MHC SIT GHN	8053101903
11	I/C SIT KHARKHODA	P/SI Ajay Kumar	9416294060			

12	I/C PO Staff SPT	Insp. Shrimohan	9813737824			
13	I/C Anti Illegal Arms Cell	SI Shri Niwas	9896140192			
14	I/C Anti Narcotics Cell	SI Satyawan	9896584000			
15	I/C Economic Cell SPT	SI Satnaryan	9812560989			
16	D.I. Sonipat	P/Insp Pardeep	9811681000			
17	Insp. Welfare	L/Insp Rajbala	8595756622			
18	SHO PS City Sonipat	Insp Rajpal	8053882317	2240520	MHC PS CITY SPT	8053101904
19	PP Old City Sonipat	ASI Jasmer	8053882318	2252534	MHC Old City Sonipat	8053101905
20	PP Geeta Bhawan	ASI Prem Parkash	8053882319	2252127	MHC Geeta Bhawan	8053101906
21	PP Sector-23	P/SI Ravinder	8053882321	2214222	MHC Sector-23	8053101908
22	PP Court Complex	ASI Bir Singh	8053872301		MHC PP Court Complex	8901154472
23	PP Gohana Road SPT	ASI Anil Kumar	7015240998		MHC PP Gohana Road	
24	PP Bus Stand SPT	ASI Dharambir	9416972128			
25	SHO PS Civil Line SPT	SI Narender	8053882322	2242366	MHC PS Civil Line SPT	9813976334
26	PP Sector-14	P/SI Savit Kumar	8053882323		PP Sector-14	8053101910
27	PP Sector-15	SI Jai Parkash	8053882324	2233213	PP Sector-15	8053101911
28	PP Sikka Colony	E/SI Shri Krishan	8053882325	2235976	PP Sikka Colony	8053101912
29	SHO PS Sadar Sonipat	Insp Dalbir Singh	8053882326	2220522	MHC PS Sadar Sonipat	8053101913
30	SHO PS Ganaur	Insp Devender Kumar	8053882328	2460037	MHC PS Ganaur	8053101915
31	PP Khubru	ESI Phool Kumar	8053882329		PP Khubru	8053101916
32	PP Rajlugarhi	P/SI Pardeep	8053882330		PP Rajlugarhi	8053101917
33	PP Ganaur Chowk	SI Rohtash	8053882378		PP Ganaur Chowk	
34	PP HSIDC Barhi Ganaur	ASI Surender	9992022160			
35	SHO PS Murthal	P/SI Phool Kanwar	8053882331	2482562	MHC PS Murthal	
36	PP Mimarpur	ASI Ashok Kumar	8053882332	2469300	PP Mimarpur	8053101919
37	SHO PS Rai	Insp Rishikant	8053882333	2366370	MHC PS Rai	9416481396
38	PP Bahalgarh	SI Suresh	8053882334	2381271	PP Bahalgarh	8053101921

39	Naka Garh Mirakpur	PSI Pal Singh	8053882335		PP Garh Mirakpur	8053101922
40	PP Rajiv Gandhi Education City	ASI Ravinder	8053882550			
41	SHO PS Kundli	Insp Parveen	8053882336	2371131	MHC PS Kundli	8053101923
42	PP Barota	SI Ishwar Singh	8053882337	2325520	PP Barota	8053101924
43	SHO PS Kharkhoda	Insp Wazir Singh	8053882338	2584525	MHC PS Kharkhoda	8053101925
44	PP Jharot	P/SI Ankit Kumar	8053882339		PP Jharot	8053101926
45	PP Saidpur	ASI Yudhveer	8053882340	2550572	PP Saidpur	8053101927
46	PP Farmana	SI Ranbir Singh	9466201044		PP Farmana	
47	SHO PS Mohana	P/IPS Sh. Arpit Jain	8053882341	2555610	MHC PS Mohana	8053101928
48	SHO PS Sadar Gohana	P/SI Sethi Malik	8053882342	01263 252005	MHC PS SDR Gohana	
49	PP Mudlana	ASI Ramesh	8053882343	01263 278162	PP Mudlana	8053101930
50	SHO PS City Gohana	SI Kuldeep	8053882344	01263 257591	MHC PS City Gohana	8053101931
51	PP Samta Chowk, GHN	ASI Raj Kumar	8053882345		PP Samta Chowk, GHN	8053101932
52	PP Mini Sec. Gohana	ASI Krishan Kumar	8053880333			
53	PP Devipura City GHN	ORP/SI Jaljeet Singh	8813848507			
54	SHO PS Baroda	Insp Veer Bhan	8053882346	01263 266160	MHC PS Baroda	8053101933
55	PP Bhainswan	ASI Chand Singh	9466675755			
56	PP Butana	ASI Ravinder	8053882347	01263 287085	PP Butana	9050475283
57	SHO Traffic Murthal	Insp Virender Singh	8053882348	2482999	MHC Traffic Muthal	8053101935
58	SHO PS Women SPT	L/Insp Kavita	8053882349	2241091	MHC PS Women SPT	8053101936
59	SHO PS Women Khanpur	L/Insp Kamlesh	8053882350	280100	MHC PS Women Khanpur	8053101937
60	Head Clerk	ASI Karnail	9813011444			
61	Accountant	SI Rajinder	9896871947	2222912		
62	Reader to SP Sonipat	SI Rajender	8053882311	2222262		
63	OHC	HC Pawan Kumar	8053882312	-		
64	INSP/Security	Insp Jai Singh	8053882353			
65	P.R.O. Sonipat	ASI Jagjeet Singh	8053882352			

66	Compliant Clerck	ASI Satish Kumar	8901356700		
67	I/C Cyber Cell	ORP/ASI Sanjay	8053881915	2222246	
68	I/C IT CELL	ASI DHARMBIR	9996239222		
69	I/C CCTNS LAB	ASI Kuldeep	9996266662	2222476	
70	Steno to SP	Shiv Kumar	9416310925		
71	CRC	ASI Karmbir	9466087597		
72	CRO	HC Mahender	7357079008		
73	S/Clerk	E/ASI Narender	9466600531		
74	Line officer	SI Baljeet Singh	8053882355	2222904	
75	MTO Sonipat	E/ASI Naresh	8053882316		
76	I/C City Traffic	Insp Ramesh Chandar	8053882354		
77	I/C Challan Branch Sonipat	ASI Balwan	9416250700		
78	I/C Challan Branch Gohana	E/ASI Ram Niwas	9896199512		
79	I/C Kot	SI Ashok Kumar	9813630275		
80	T/ASI	ASI Jagjeet Singh	9416357119		
81	C/ASI	E/ASI Ranbir	9416305984		
82	Cashier Police Line Sonipat	E/ASI Rajbir	9466710497		
83	I/C Summon Staff	E/SI Mahinder	9991863838		
84	CONTROL ROOM		100	2222903	8053670888
85	Women Help Line		1091	2221905	

UPDATED ON DATED :- 27.04.18

## RIGHT TO INFORMATION

### **PART-9**

#### **Directory of officers and employees**

[Section 4(1) (b)(IX)]

#### **Directory**

Postal address of the main office, attached/subordinate office/field units etc.

## RIGHT TO INFORMATION

### PART-10

The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations.

[Section4(1)(b)(x)]

S. No.	Rank of Officers / Men / Civilian / Class - IV Employees	Pay Scales on 01.01.1996	Pay Scales as on 01.01.2006	Grade Pay
1.	Inspector General of Police	18400-500-22400	PB-4, 37400-67000	10000
2.	Superintendent of Police	i) Time scale 10000-325-15200	i) PB-3, 15600-39100	6400
		ii) Junior Administrative Grade- 12000-375-16500	ii) PB-3, 15600-39100	7600
		iii) Selection Grade 14300-400-18300+400 Spl Pay	iii) PB-3, 37400-67000	8700
3.	Deputy District Attorney	8000-275-10200-EB-275-13500	PB-3, 15600-39100	5400
4.	Deputy Superintendent of Police	i) 8000-275-10200-EB-275-13500 (Entry level scale)	i) PB-2, 9300-34800 (entry level scale)	5400
		ii) 10000-13900 (after 5 years of regular satisfactory service)	ii) 15600-39100 (After five years of regular satisfactory service)=PB-3	6000
		iii) 12000-16500 (after 11 years of regular satisfactory service limited to 20% of the cadre post.)	iii) 15600-39100 (after 11 years of regular satisfactory service limited to 20% of the cadre post)=PB-3	7600
		iv) 13500-17200 (for those who have completed 16 years of regular satisfactory service in the cadre limited to 10% of the cadre post)	iv) 3700-67000 (for those who have completed 17 years of regular satisfactory service in the cadre limited to 10% of the cadre post assuming pre-revised upgradation to 14300-18300 completion of 12 years of regular satisfactory service) PB-4	8700
5.	Inspector	6500-200-8500-EB-200-9900 (Modified=7450-11500)	PB-2, 9300-34800	4600

6.	<b>Sub-Inspector</b>	5500-175-8300-EB-175-9000	PB-2, 9300-34800	3600(Modified 4000)
7.	<b>Pharmacist</b>	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3200
8.	<b>Senior Scale Steno</b>	5000-150-7100-EB-150-7850	PB-2, 9300-34800	3200
9.	<b>Assistant Sub-Inspector</b>	4400-100-4800-EB-100-6000 (Modified=4500-7000)	PB-1, 5200-20200	2800
10.	<b>Head Constable</b>	4000-100-5200-4800-EB-100-6000	PB-1, 5200-20200	2400
11	<b>Constable</b>	3050-85-4325-EB-100-5325 (Modified=3200-4900)	Pb-1, 5200-20200	2000
12.	<b>Cook</b>	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
13	<b>water Carrier</b>	2550-55-2660-EB-60-3200	-IS, 4440-7440	1300
14	<b>Mali</b>	2610-60-3150-EB--65-3540	-IS, 4440-7440	1400
15.	<b>Khalasi</b>	2550-55-2660-EB-60-3200	-IS, 4440-7440	1400
16.	<b>Sweeper</b>	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
17.	<b>Barber</b>	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
18.	<b>Dhobi</b>	2610-60-3150-EB-65-3540	-IS, 4440-7440	1400
19.	<b>Carpenter</b>	i) 2650-65-3300-EB-70-4000	i) -IS, 4440-7440	1650
		ii) 3050-4590 under Matric with ITI Diploma	ii) PB-1, 5200-20200	1900
		iii) 4000-6000 Matric with ITI	iii) PB-1, 5200-20200	2400
20.	<b>Mason</b>	i) 2650-65-3300-EB-70-4000	i) -IS, 4440-7440	1650
		ii) 3050-4500 under Matric with ITI Diploma	ii) PB-1, 5200-20200	1900
		iii) 4000-6000 Matric with ITI	iii) PB-1, 5200-20200	2400
21.	<b>Painter</b>	i) 2650-65-3300-EB-70-4000	i) -IS, 4440-7440	1650
		ii) 3050-4590 under Matric with ITI Diploma	ii) PB-1, 5200-20200	1900
		iii) 4000-6000 Matric with ITI	iii) PB-1, 5200-20200	2400
22.	<b>Mochi</b>	2610-60-3150-EB-65-3540	-IS, 4440-7440	1650
23.	<b>Electrician</b>	i) 2650-65-3300-EB-70-4000	i) -IS, 4440-7440	1650
		ii) 3050-4590 under Matric with ITI Diploma	ii) PB-1, 5200-20200	1900
		iii) 4000-6000 Matric with ITI	iii) PB-1, 5200-20200	2400
24.	<b>Ward Servant</b>	2550-55-2660-EB-60-3200	-IS, 4440-7440	1300

## **Ex-gratia payments and other Compensations:-**

1. Amount of Rs.;25,000/- given as Ex-gratia grant by Government.
2. Amount of relief money given from Haryana Police Welfare fund.
3. Leave encashment for 300 days earned leave.
4. Release of family pension D.C.R.G. and commutation.
5. Benefit under Group Insurance Scheme.
6. Final payment of G.P.F.
7. Issue of identity card for free education to the children of deceased Police Officer.
8. Special Ex-gratia grant to the family of Police Personal who dies while fighting with anti social aliments.
9. Payment of Rs. One lac under Janta Police Insurance Policy to the family of deceased who die due to accident.
10. The widow or unmarried son/daughter of the deceased shall be required to apply for Govt. job or Rs. 5,00,000/- with in Six months on the death of deceased under Ex-gratia assistance rule 2005. If there is no post is available in the department with in a period of 4 years from the death of deceased, the dependent of deceased shall excesses on option for Rs. 5,00,000/- (C.F.A.) with in a period of three months after the expiry of the period of 4 years. In case no option is given in this prescribed period no C.F.A. will be given. No job/CFA will be given where length of service of deceased is less than 3 years. Only CFA will be given to the family where death of employee is after attaining the age of 55 years provided the dependent as applied for the same with in six month from the death of deceased. No. job/CFA with be given if the total income of family of deceased exceeds Rs. 6,000/- PM under this scheme.

As per rules all the above facility will be provided if they eligible for such benefits under rules.



## RIGHT TO INFORMATION

### **PART-11**

**The budget allocated to each agency (Section 4(1) (b) (xi))**

Budget allotted to District Police Sonipat under head "2055-Police" of year 2016-17 is  
Rs- 1646784213/-

## RIGHT TO INFORMATION

### **PART-12**

#### **The manner of execution of subsidy program**

(Section 4(1)(b)(xii))

#### List of individuals given subsidy

S.No.	Name and address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Amount of subsidy	Scheme and Criterion for selection	No. of time subsidy given in past with purpose
1.		Ex-gratia			Dependents	
2.		Scholarships			-do-	

## RIGHT TO INFORMATION

### **PART-13**

Particulars of recipients of concessions, permits or authorizations granted

(Section 4(1)(b)(xiii))

List of beneficiaries:

Name and address of the beneficiary	Nature of concession/permit/ authorization provided	Purpose for which granted	Scheme and criterion for selection	No. of times similar concession given in past with purpose.
-Nil-				

# RIGHT TO INFORMATION

## PART-14

### Information available in an electronic form

[Section 4(1)(b)(xiv)]

Details of information

### CRIME FIGURES FOR THE YEARS 2011, 2012, 2013, 2014, 2015, 2016 & 2017

Heads of Crime	2011	2012	2013	2014	2015	2016	2017
Murder	78	86	81	110	84	39	98
Culpable Homicide	06	04	01	04	04	02	05
Attempt to Murder	65	67	61	66	58	31	89
Kidnapping /Abduction	54	52	69	83	73	73	323
Assault on Government Servants	24	20	16	17	47	11	50
Rioting	03	04	03	10	19	153	03
Dacoity	03	12	05	09	05	01	07
Robbery	43	47	49	54	53	23	79
Burglary	190	270	327	350	400	155	462
Total Theft	708	817	754	940	802	296	942
Other IPC	1782	2086	2204	2668	3147	1140	3212
Total IPC	2954	3465	3570	4311	4692	1924	5270
LOCAL & SPECIAL LAWS							
Excise Act	298	1577	233	483	907	199	569
NDPS Act	22	21	71	23	80	24	101
Arms Act	207	206	12	162	199	73	254
Gambling Act	151	165	61	140	209	58	119
P. C. Act	03	01	0	0	02	01	03
Other Local & Special Laws	242	154	98	273	317	125	321
Total Local & Special Laws	923	2124	475	1081	1774	480	1367

## RIGHT TO INFORMATION

### PART-15

#### Particulars of facilities available to citizens for obtaining information

[Section 4(1)(b)(xv)]

#### Facilities available for obtaining information

S.No.	Facility available	Nature of Information available	Working hours
1.	<b>Website</b>  <a href="http://www.haryanapoliceonline.gov.in/">http://www.haryanapoliceonline.gov.in/</a>	Online	round-the-clock
2.	<b>Notice Board</b>	<ol style="list-style-type: none"><li>1. Written information/guidance</li><li>2. List of Arrested persons</li><li>3. List of wanted criminals with photo.</li><li>4. List of missing persons with photo.</li><li>5. Displaying information regarding directions of Supreme Court in respect of arrested persons.</li><li>6. Directions for Duty Officers.</li><li>7. Information regarding Legal services.</li><li>8. The SC/ST (Prevention of Atrocities) Act, 1989.</li><li>9. Right to Information Act. 2005</li></ol>	

## RIGHT TO INFORMATION

### PART-16

#### Particulars of Public Information Officers

[Section 4(1)(b)(xvi)]

<b>S. No.</b>	<b>Section</b>	<b>Name of Unit</b>	<b>Post</b>	<b>Officer Posted</b>
1.	Section 19 (1)	District Police Sonipat	State 1 <sup>st</sup> Appellate Officer	Superintendent of Police, Sonipat
2.	Section 5 (1)	-do-	State Public Information Officer	Deputy Superintendent of Police ( HQ ), Sonipat.
3.	Section 5 (2)	-do-	State Assistant Public Information Officers	All SHO's

As per order of DGP Haryana Order No.1455-11505/RTI Cell Panchkula Dated 10.05.2013 Under Right To Information Act, 2005.

## RIGHT TO INFORMATION

### **PART-17**

#### **Other information as may as prescribed**

[Section 4(1)(b)(xvii)]

All other information as may be prescribed for dissemination shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.